



## APPLICATION FOR RECORDS RETENTION SCHEDULE

OFFICE OF THE SECRETARY OF STATE DEPARTMENT OF ARCHIVES AND HISTORY RECORDS MANAGEMENT DIVISION

INSTRUCTIONS: See Publication No. 76—RM—1 for instructions on completing this form. Forward signed original to Department of Archives and History, Records Management Division, 330 Capitol Avenue, Atlanta, Georgia, 30334, Attention: Scheduling Section.

FOR AGENCY USE	1. Agency Address	;	FOR RECORDS	MANAGEMENT USE
Application Date	Georgia Department of Agric	ulture	Application Number	A
1/21/81	Fuel and Measures Division		74-3	88-A
Application Number	19 M L King Jr Drive S W		Date Received	Date Completed
214	Atlanta, Ga. 30334		1-22-81	JAN 3 0 1981
	<u> </u>		1-22-01	!
2. Person to Contact		king Title	C1l	Telephone Number
mark	S. Puckett	Principal	Lierk	656-7057
3. Action Requested	· u	<u> </u>		
	Schedule; record will continue to accumulat			
b. ☐ Dispose of present a	ecumulation; no further accumulation antici	pated.		
	No74_388-A Check One: 🔀 Ch			
4. Dates of Series Earliest Latest	5. Records Series Title (followed by title	used in office; if d	ifferent)	
Earliest Latest 1965 <sub>I</sub> to date	Weight Truck Inspectors	Daily Report	Files	
6. Division and Office Function	n What is the function of the Divisio	n and the Office in	which this record ser	ies is created?
	res Division is responsible fo			
the Fuel Industry	in Georgia, and for assuring t	n supervisiii hat weidhind	y and regulati and mescuring	ıı y
devices are accurat	te. The Division administers	and supervise	es two incodering	ion
units; one for as	suring that fuels meet certain	specification	ons and the ot	her
	hing subject to being weighed			
accurately.	and a suppose of second mergines	, 0	. ou is oncomed	
, ,				X
7. Record Series Description	This file contains the following documer Attach samples of the file.	ts (include form n	umbers and titles, if a	ny):
Documents relating to: 📆	•	alamanash ku		
]	ne daily checking of "Scales T reported by inspectors.	orerance" by	the use of	
weight trucks, as	reported by inspectors.			
Included are: Noncommerc	cial Scale Test Sheet			
Vehic	le Scale Test Report-AG 60-018	l-naz		
	Test Report- AG 60-017-003	, 0,)		
	nned Scale Notice - AG 60-052-	073		
	nned Tag	-,5		
	by "Heavy Duty Trucks", Light	Duty Trucks	. and "Condem	ned
Scale Notice". Eac	ch alphabetically by county.		,	
l	. , , , , , , , , , , , , , , , , , , ,			
File is arranged:	•			
r ne is all aligeu.				
<u>-</u>	How often are records referred to wh		_	
1	Comparison to twelve months old 2	-	-	
twenty-five months and older 9. Annual Rate of Accumulation	on of Records			<del></del>
	; Legal-size drawers $\frac{1}{1}$ ; She	lune -	Other lengiful	
Letter-size drawers	; Legal-size drawers; She	ives;	Other (specity)	
AR-50-71; Rev. 76	(Over)	<u> </u>		

YES	NO	10. Questionnaire	(Place an "X	" in the proper co	olumn)			
Х		a. Is this the offi	cial copy of the	_				
	Х			ential information	requiring s	ecurity handling	g? If yes, cite law or re	egulation.
-	×	c. Is this a vital r	ecord?	<del></del>	<del></del>			
	×	d. Does this serie		or long term rese	arch value?	-		
х		e. When one or t		n the file make it			e file for a long period,	could these
<b>-</b> -	X			•	uhlished?	If yes attach or	ору	
	^						a summarized report?	
	Х	If yes, attach of h. Is there a dipl	CODV.					<del></del>
	×	If yes, where?		eries in your offic	e, or in ano	ther office or ag	ency?	
	x	i. Is this series (c	or a major portio	on of it) regularly	microfilme	<del>!</del> ?		
X.		j. Does the recor						
11. (	Retent	ion Requirements	The	e following requir	es the series	to be kept:		
	n Cta	te Law		.,	_			
t		tute of limitation		years. years.		Audit period Administrative		years,
1		eral law		years.		Federal retention	on instructions	l years. years.
				, yours.	••	r ederal reterrit	on mad detions	years.
	Attach	copy or excert of la	aws or regulatio	ns, Explain admir	nistrative ne	ed.		
!								
		<del></del>						-
12. /	Appro	red Disposition Inst					ut off at the end of each	
			ц×	Calendar Year; L	Fiscal Yea	ır; 🗆 Other	<del></del>	then,
1	<b>■</b> Hol	d in the current file	c area	month(s)	1 1/025	(c): then		
		nsfer to local holdin				(S), triefi		
		nsfer to State Recor						
	ck Des		·		<b>1-77</b>			
Ţ	□ Tra	nsfer to State Archi	ves for permane	nt retention.				
(	□ Oth	er (Specify)						
					-			
		-4						
	These	instructions apply to	o all prior and fi	ture accumulatio	ns of the co	ries -		
						· - 9 <del>-9-1</del>		
<del> </del>		1/0 : '0'		-	1			<del></del>
Agen	cy He	ad/Designee (Signa	ture)	Date	Records A	lanagement Offi	icer (Signature)	Date
	11	is D. A.	Bi-	1/21/81		(1) X	1. 1/2	1/21/81
							gene _	<del></del>
Reco	mmon	dations in para-		<del></del>	St	ate Records Cor	mmittee (Signature)	Date
graph	12 ar	e approved.	State Audi	tor/Designee		~~	Lune	1-29-81
	sappro planat	•	Secretar Vot	State/Designee	0.	woll	Hest	1-27-81
		· · · · · ·		<del></del>		MAK	1	1 21 (1
	. 34	Do., 76	Attorney Ge	neral/Designee		INVI	nul	1-481
MH-5C	<del>-</del> /1;	Rev. 76		(R	everse Side)			,

## Application for RECORDS DISPOSITION STANDARD

OFFICE OF SECRETARY OF STATE
DEPARTMENT OF ARCHIVES & BISTORY
RECORDS MARAGEMENT DIVISION

PASE

	GEORGIA RECURDS DISPUSITION STANDARD	RECURDS MARAGEMENT DIVISION
l .Application Date	INSTRUCTIONS: See esparate instructions for completion of	FOR RECORDS WANAGEMENT DIVISION USE
October 20,	1975 front and reverse of this form. Sign original and two copies	Date Received Application No. Date Completed
2 Agency Application Bo.	and forward to Department of Archives and History, Attention:	OCT 2 1 1975 74-388 AOCT 2 8 1975
167	Records Management Officer.	
<b>J</b> .		Person to Contact
-	rtment of Agriculture	Olin Mullinger All
fuel and mea 19 Hunter St	sures Division	Olin Mullinax (M)
Atlanta, Geo	•	5. Working Title 6. Tel. Wo. Director 656-3605
7.ACTION REQUE	CTEN .	
ESTABLISH	H DISPOSITION STANDARD; DISPO	74-388, dated 11/21/74 OSE OF PRESENT ACCUMULATION; URTHER ACCUMULATION ANTICIPATED
8.Earliest & Late Dates of Serie		
1965 to Date	WEIGHT TRUCK INSPECTO	RS' DAILY REPORT FILES
10. What is the fu	nction of the office in which this record se	eries is created?
devices are units; one f	ustry in Georgia, and for assuring taccurate. The Division administers or assuring that fuels meet certain tanything subject to being weighed	and supervises two inspection specifications and the other
		,
	•	
ll. This file contains and file arrangement	ains the following documents (include form agement).	numbers and titles, if any,
	lating to the daily checking of "Scas, as reported by inspectors.	iles Tolerance" by the use of
INcluded are	Process of the Proces	3
Files are ar "Condemned S	ranged by "Heavy Duty Trucks", "Ligh Scale Notice". Each alphabetically b ATTACH SAMPLES OF THE FILE	nt Duty Trucks", and by county.

12. EQUIPMENT OCCUPIED	No. of Drawers	Cu. Ft. of Records		No. of	Dravers	Cu. Pt. o	r Records
Letter-size File Drawers	0	12	ABBUAL PATE OF ACCUMULATION	1	· · ·	·	1 5
Legal-size File Drawers			Ficor Space Occupied (Square Feet)	In Off	ice(s)	In Store	ge Ares[s
				This Tear's	Last Year's	Preceding Year's	
			AVERAGE DAILT REFERÊNCES	2			

Form: AR-50-71

QUESTIONNAIRE Place an "x" in the proper column. If answer is "YES," please explain	W.C.C	110
	ΥES	NO
13. Is this the Record Copy of the series?	[x ]	[ ]
14. Is there a duplication of this series in another office or agency?	[ ]	[x]
15. Is the information contained in this series ever summarized or published?	[ ]	[x]
Attach copy of summary or publication.  16. Does the series contain classified information requiring security handling?	. [ ]	[x ]
17. Does the series initiate, amend or terminate agency policies and procedures?	[]	[x]
18. Could the function be performed if the files were lost or destroyed?	k ]	[ ]
19. Is the series (or major portion of it) regularly microfilmed? If yes, why?	[ ]	[ x]
20. Does the record series provide data as input to an EDP file?	<b>[</b> k]	[ ]
21. Does the record series contain documentation produced as EDP printout?	[ ]	[ x]
22. Has the Federal Government issued instructions governing the retention/disposition of these files?	.[]	[ 🖈
23. Will there be a need for these records 10, 15 years from now? If yes, what?	[]	[ X]
24. REQUIREMENTS. The following requires the files to be kept 5 years:		
a.[]STATE b.[]STATUTE OF c.[]AUDIT d.[]FEDERAL e.[*ADMINISTRATIVE f.[]HIS  LAW LIMITATION PERIOD LAW DECISION VAL  (Cite Law, Statute, or other reason for the retention requirement)  Tossible litigation		t.
25. AGENCY RECOMMENDATIONS. This agency recommends that the file series be cut off a of each - CALENDAR YEAR -[]FISCAL YEAR -[]OTHER		
<pre>[X] Hold in the current files areamonth(s)/_l _year(s): [X] Transfer to [X] State Records Center [ ] Local Holding Area; hold _4 _year [X] Destroy. [ ] Transfer to State Archives for permanent retention. [ ] Destroy immediately after cut-off. [ ] Other: (Specify)</pre>	r(s):	
·		
· · -	_	
(Indicate briefly rationale for recommendations above/or write additional rema	rks):	
Records Management Officer (Signature) Date  10/20/75  OTHER REQUIRED SIGNATURES	D/	ATE
26. Recommendations Agency Head/Designee in paragraph 25 [] Approved [] Disapproved []	10/2	20/75
are: State Auditor/Designee [1] Approved [ ] Disapproved   William W	T	24-75
STATE RECORDS Secretary of State/Designee Committee [ ] Approved [ ] Disapproved Canall Hard	1/-	4-75
Attorney General/Designee  [1] Approved [ ] Disapproved [ ] All [ ]		17.7í

## Application for RECORDS DISPOSITION STANDARD

OFFICE OF SECRETARY OF STATE
DEPARTMENT OF ARCHIVES & BISTORY
RECORDS MANAGEMENT DIVISION

PAGE 1

GEORG	IN RECORDS DISPOSITION STANDARD	RECORDS MANAGEMENT DIVISION
1. Application Date October 29, 197 2. Agency Application No. 152	IBSTRUCTIONS: See separate instructions for completion of front and reverse of this form. Sign original and two copies and forward to Department of Archives and Ristory, Attention:  Records Management Officer.	Date Received Application No. Date Completed
3. AGENCY, Division, Subdivision Georgia Departm Fuel and Measur 19 Hunter Stree	ent of Agriculture es Division	Olin Mullinax
Atlanta, Georgi 7.ACTION REQUESTE	a 30334	5. Working Title 6. Tel. Wo. 656-3605
ESTABLISH D	ISPOSITION STANDARD; DISP	OSE OF PRESENT ACCUMULATION; URTHER ACCUMULATION ANTICIPATED.
8.Earliest & Latest Dates of Series 1965 to Date	9. Exact Series Title WEIGHT TRUCK INSPECTORS' DAILY F	
10. What is the functi	on of the office in which this record s	eries is created?
the Fuel Indust devices are acc units; one for	asures Division is responsible for in Georgia, and for assuring to urate. The Division administers assuring that fuels meet certain mything subject to being weighed	that weighing and measuring and supervises two inspection specifications and the other
11. This file contains and file arrangeme	the following documents (include form nt).	numbers and titles, if any,

Documents relating to the daily checking of "Scales Tolerance" by the use of weight trucks, as reported by inspectors.

Included are:

Noncommercial Scale Test Sheet

Vehicle Scale Test Report - AG 60-018-093

Scale Test Report - AG 60-017-003

Condemned Scale Notice - AG 60-052-073

Condemned Tag

Files are arranged by "Heavy Duty Trucks", Light Duty Trucks", and "Condemned Scale Notice". Each alphabetically by county.

ATTACH SAMPLES OF THE FILE

12.	EQUIPMENT OCCUPIED	No. of Drawers	Cu. Ft. of Records		Ec. of	Drawers	Cu. Pt. o	f Recordé
	Letter-size File Drawers	8 .	12	ANNUAL RATE OF ACCUMULATION	1	1	13	1.5
	Legal-size File Brayers	1	M	Ficor Space Occupied (Square Feet)	10 0ff	ice(e)	In Storag	(# Ares(s)
		/			This Year's	Last Year's	Preceding Year a	
				AVERAGE DAILY REFERENCES	2			

11/4/74 UTHER REQUIRED SIGNATURES DATE		• .	PARE 2
14. Is there a duplication of this series in another office or agency?  [] [x]  15. Is the information contained in this series ever summarized or published?  Attach copy of summary or publication.  [] [k]  Attach copy of summary or publication.  [] [k]  16. Roes the series contain classified information requiring security handling?  [] [x]  17. Does the series initiate, amend or terminate agency policies and procedures?  [] [x]  18. Could the function be performed if the files were lost or destroyed?  [] [x]  19. Is the series (or major portion of it) regularly microfilmed? If yes, why?  [] [x]  20. Does the record series provide data as input to an EDP file?  [] [x]  21. Boes the record series contain documentation produced as EDP printout?  [] [x]  22. Has the Federal Covernment issued instructions governing the retention/dispo-  [] [x]  23. Will there be a need for these records 10, 15 years from now? If yes, what?  [] [x]  24. REQUIREMENTS. The following requires the files to be kept	QUESTIONNAIRE Place an "x" is the proper column. If answer is	"YES," please explain	YES NO
15. Is the information contained in this series ever summarized or published?  Attach copy of summary or publication.  15. Does the series contain classified information requiring security handling?  17. Does the series initiate, amend or terminate agency policies and procedures?  18. Could the function be performed if the files were lost or destroyed?  19. Is the series (or major portion of it) regularly microfilmed? If yes, why?  20. Does the record series provide data as input to an EDP file?  21. Does the record series contain documentation produced as EDP printout?  22. Has the Federal Covernment issued instructions governing the retention/dispo-  23. Will there be a need for these records 10, 15 years from now? If yes, what?  24. REQUIREMENTS. The following requires the files to be kept  1 years:  25. AGENCY RECOMMENDATIONS. This agency recommends that the file series be cut off at the end of each -kicalendar year - []FINCAL YEAR - []OTHER	13. Is this the Record Copy of the series?		[x] [ ]
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Does the series contain classified information requiring security handling?		es ever summarized or published?	[x] $[x]$
17. Does the series initiate, amend or terminate agency policies and procedures? [] [X]  18. Could the function be performed if the files were lost or destroyed? [X]  19. Is the series (or major portion of it) regularly microfilmed? If yea, why? [] [X]  20. Does the record series provide data as input to an EDP file? [X] []  21. Does the record series contain documentation produced as EDP printout? [] [X]  22. Has the Federal Government issued instructions governing the retention/dispo- [] [X]  23. Will there be a need for these records 10, 15 years from now? If yes, what? [] [X]  24. REQUIREMENTS. The following requires the files to be kept Years:  a.[]STATE b.[]STATUTE OF c.[]AUDIT d.[]FEDERAL e.[XADMINISTRATIVE f.[]HISTORICAL LAW LIMITATION PERIOD LAW DECISION VALUE (Cite Law, Statute, or other reason for the retention requirement)  25. AGENCY RECOMMENDATIONS. This agency recommends that the file series be cut off at the end of eachXCALFNDAR YEAR[]FISCAL YEAR[]OTHER	16. Does the series contain classified inform	nation requiring security handling?	[ ] [x]
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20. Does the record series provide data as input to an EDP file?  21. Does the record series contain documentation produced as EDP printout?  22. Has the Federal Government issued instructions governing the retention/dispo- sition of these files?  23. Will there be a need for these records 10, 15 years from now? If yes, what?  24. REQUIREMENTS. The following requires the files to be kept	18. Could the function be performed if the fi	les were lost or destroyed?	[x] [::]
21. Does the record series contain documentation produced as EDP printout?  [ ] [X]  22. Has the Federal Government issued instructions governing the retention/dispo- [ ] [X]  23. Will there be a need for these records 10, 15 years from now? If yes, what?  [ ] [X]  24. REQUIREMENTS. The following requires the files to be kept	19. Is the series (or major portion of it) re	egularly microfilmed? If yes, why?	[ ] [x]
22. Has the Federal Government issued instructions governing the retention/dispo- sition of these files?  23. Will there be a need for these records 10, 15 years from now? If yes, what? [] [X]  24. REQUIREMENTS. The following requires the files to be kept	20. Does the record series provide data as in	nput to an EDP file?	[x] []
23. Will there be a need for these records 10, 15 years from now? If yes, what?  24. REQUIREMENTS. The following requires the files to be kept	21. Does the record series contain documentat	ion produced as EDP printout?	[x]
23. Will there be a need for these records 10, 15 years from now? If yes, what? [] [X]  24. REQUIREMENTS. The following requires the files to be kept	sition of these files?	•	[x] [x]
24. REQUIREMENTS. The following requires the files to be kept	23. Will there be a need for these records 10	), 15 years from now? If yes, what?	[ ][x]
LAW LIMITATION PERIOD LAW DECISION VALUE  (Cite Law, Statute, or other reason for the retention requirement)  25. AGENCY RECOMMENDATIONS. This agency recommends that the file series be cut off at the end of each - RCALENDAR YEAR -[]FISCAL YEAR -[]OTHER			18 20 1 1 1 1 2 2 2 2 2 2 2 2 2 2 2 2 2 2
[XX Hold in the current files areamonth(s)/_1 _year(s): [] Transfer to [] State Records Center [] Local Holding Area; holdyear(s): [X] Destroy. [] Transfer to State Archives for permanent retention. [] Destroy immediately after cut-off. [] Other: (Specify)  (Indicate briefly rationale for recommendations above/or write additional remarks):  Decords Maranghent Officer (Signature) Date	25. AGENCY RECOMMENDATIONS. This agency recomm	ends that the file series be cut off a	
[] Transfer to [] State Records Center [] Local Holding Area; hold year(s):  [x] Destroy. [] Transfer to State Archives for permanent retention. [] Destroy immediately after cut-off. [] Other: (Specify)  (Indicate briefly rationale for recommendations above/or write additional remarks):  Decords Magazement Officer (Signature   Date   11/4/74   OTHER REQUIRED SIGNATURES   DATE   11/4/74   Date			,then:
[7] Transfer to State Archives for permanent retention. [8] Destroy immediately after cut-off. [9] Other: (Specify)  (Indicate briefly rationale for recommendations above/or write additional remarks):  Description of the property of the p	[ ] Transfer to [ ] State Records Center [	onth(s)/ <u>l</u> year(s): ] Local Holding Area; hold <u>y</u> ear	(s):
[] Destroy immediately after cut-off. [] Other: (Specify)  (Indicate briefly rationale for recommendations above/or write additional remarks):  Date 11/4/74  OTHER REQUIRED SIGNATURES  DATE 11/4/74  OTHER REQUIRED SIGNATURES  DATE 11/4/74  STATE RECORDS  COMMITTEE [] Approved [] Disapproved   11/4/74  STATE RECORDS   25 tate/Designee   11/4/74  Approved [] Disapproved   11/4/74  STATE RECORDS   25 tate/Designee   11/4/74  Approved [] Disapproved   11/4/74  STATE RECORDS   25 tate/Designee   11/4/74  Approved [] Disapproved   11/4/74  STATE RECORDS   11/4/74  Approved [] Disapproved   11/4/74	AL T	nt refention.	1.1
(Indicate briefly rationale for recommendations above/or write additional remarks):  Records Management Officer (Signature)  11/4/74  11/4/74  16. Recommendations Agency Head/Designee in paragraph 25 Approved [] Disapproved are:    STATE RECORDS   Secretary of State/Designee   U Approved [] Disapproved   U Approved [] Disapproved [] Disapprove	[ ] Destroy immediately after cut-off.		i in the second
Records Management Officer (Signature)  26. Recommendations   Agency Head/Designee   11/4/74   1	( ) Conci. (Specify)		
Records Management Officer (Signature)  26. Recommendations   Agency Head/Designee   11/4/74   1	•		
Records Management Officer (Signature)  26. Recommendations   Agency Head/Designee   11/4/74   1			
26. Recommendations   Agency   Head/Designee		-	4 7 <b>5</b> 5 1
26. Recommendations   Agency   Head/Designee	(Indicate briefly rationale for recommend	dations above/or write additional reman	rks):
26. Recommendations   Agency   Head/Designee	(Indicate briefly rationale for recommend	dations above/or write additional reman	rks):
STATE RECORDS COMMITTEE  State Auditor/Designee [U Approved [] Disapproved Secretage of State/Designee [V Approved [] Disapproved  Attorney General/Designee  [U Approved [] Disapproved  [U Approved [] Disapproved  [U Approved [] Disapproved  [] [] [] [] [] [] [] [] [] [] [] [] [] [	Records Management/Officer (Signature) Date	<del></del>	<del></del>
STATE RECORDS Secretary of State/Designee Committee   Secretary of State/Designee   Committee   Secretary of State/Designee	Records Management/Officer (Signature) Date 11/4/74 26. Recommendations Agency Head/Designee	OTHER REQUIRED SIGNATURES	DATE
Attorney General/Designee (1) 17 111	Records Management/Officer (Signature)  Date  11/4/74  26. Recommendations Agency Head/Designee in paragraph 25  Approved [ ] Disapproved are:  State Auditor/Designee	OTHER REQUIRED SIGNATURES	DATE
	Records Management Officer (Signature)  11/4/74  26. Recommendations Agency Head/Designee in paragraph 25 Approved [ ] Disapproved are:  State Auditor/Designee [ ] Approved [ ] Disapproved STATE RECORDS Segretary of State/Designee	OTHER REQUIRED SIGNATURES  William M. June	DATE 11/4/7/